

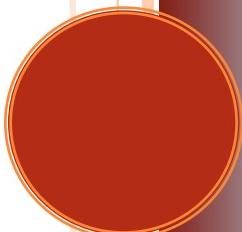


## EPAF EDIT EXISTING JOB - USER MANUAL

This manual provides step by step information on how to enter a change to an existing job.

**Developed by:**  
**Learning & Development Group**  
**Human Resources Diversity & Inclusion**

**1/4/2013**



# EPAF Edit existing Job - User Manual

## EPAF AUTOMATED FORMS

ePAF (electronic personnel action form) is a module within PeopleSoft that allows for paperless employment transactions such as hiring an employee, job or pay changes and ending employment. The ePAF is initiated by a department initiator then it is electronically routed for appropriate approvals, notifications and finally entered by HR into the system.

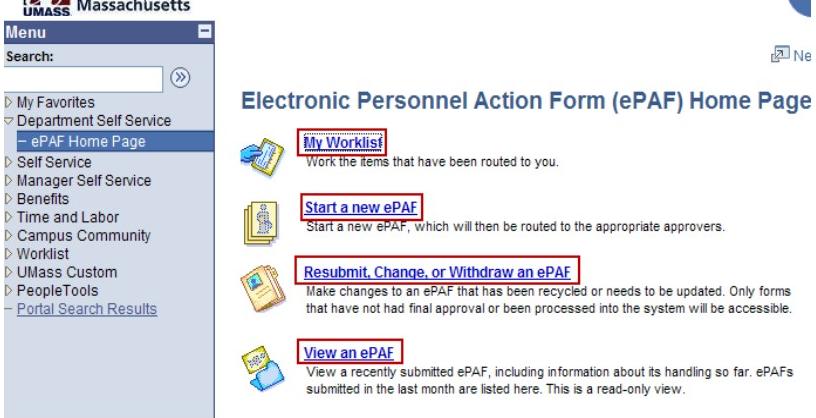
### Processing Employee Job Change

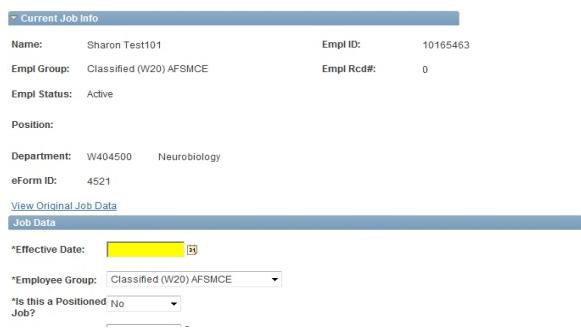
Upon completion of this section, you will be able to enter:

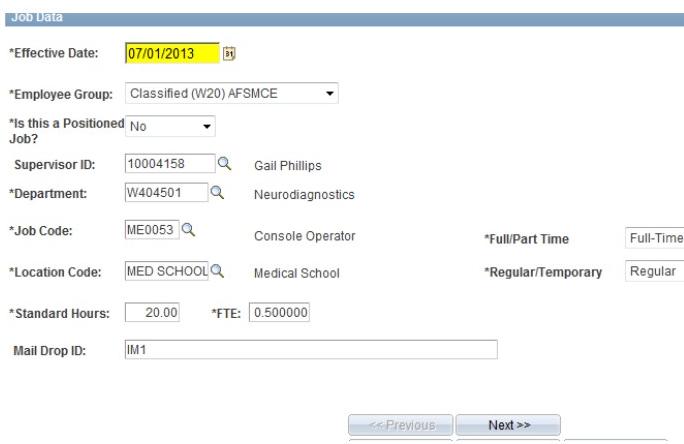
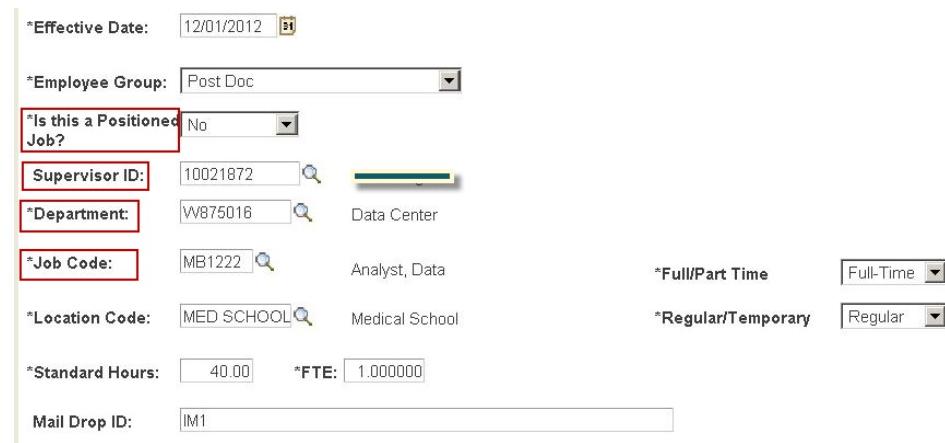
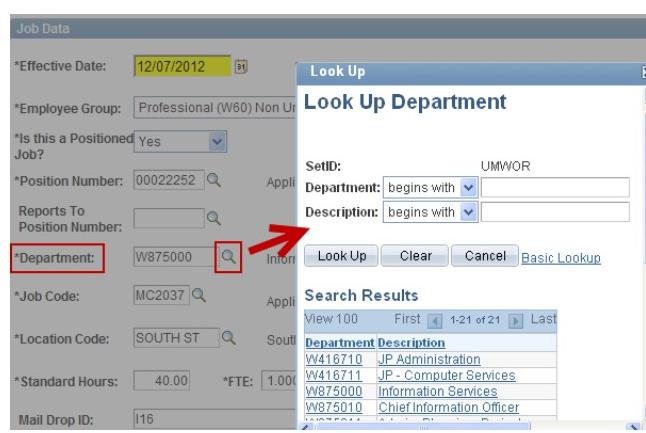
- I. Transfer - Have Department Access
- II. Pay Rate Change
- III. Change in Time
- IV. Non-Benefitted to Benefitted status change
- V. Benefitted to Non-Benefitted status change
- VI. Promotion
- VII. Funding Change

### I. Processing Employee Job Change: Enter a Transfer

Step	Action
1.	<p>Begin by logging into <a href="#">HR Direct</a></p>  <p>The self-service application available to all UMASS Medical School employees to manage their human resource and payroll information.</p>

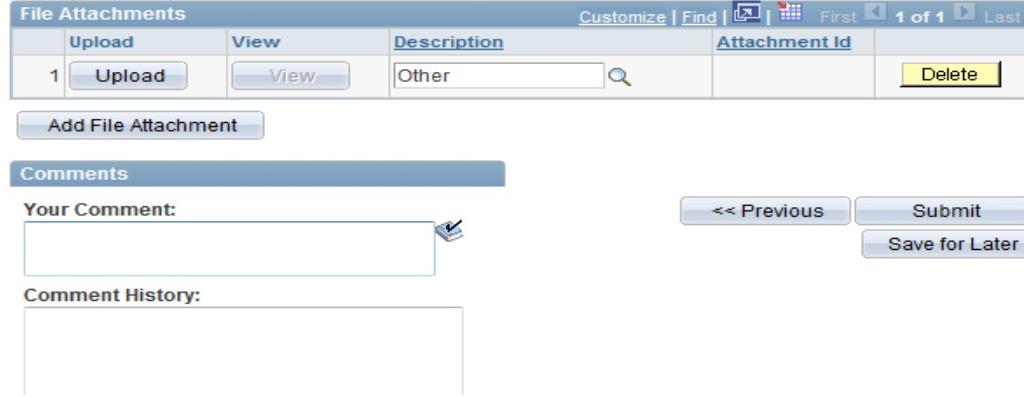
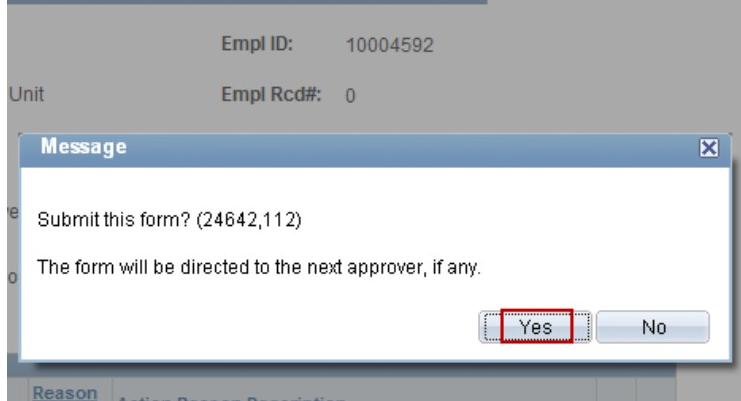
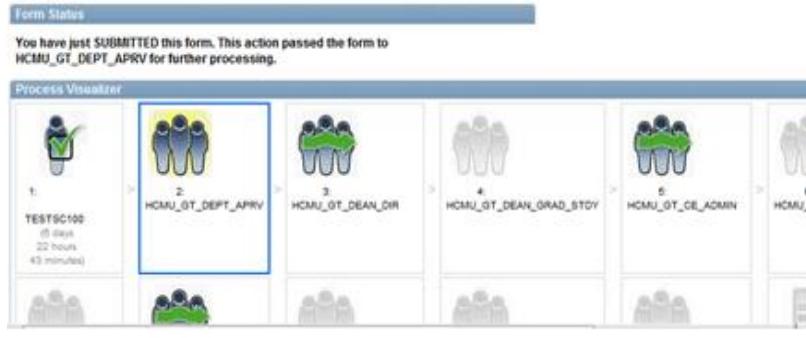
Step	Action
2.	<p>Click the <b>Department Self Service</b> link.</p> 
3.	<p>Click on the <b>ePAF Home Page</b> link.</p> 
4.	<p>This is the <b>ePAF Home Page</b>. Here you will see links to:</p> <ul style="list-style-type: none"> <li>• My Worklist</li> <li>• Start a new ePAF</li> <li>• Resubmit, Change or Withdraw an ePAF</li> <li>• View an ePAF</li> </ul> <p>Click on <b>Start a new ePAF</b> link.</p> 

Step	Action
5.	<p>1. If you do not have access to the employee's department, use the "Transfer No Department Access" procedure.</p> <p>2. If you have access to the employee, then continue.</p> <p>In this example you do have access to the employee, therefore, "Edit Existing Job" is used. Click <b>Edit Existing Job</b> link.</p> 
6.	<p>Enter the Employee ID, Click the <b>Search</b> button.</p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> 
7.	<p>Current Job Info will populate. <b>Note the Form Id #</b></p> 

8.	<p>Enter <b>Effective Date</b>, tab out of field. Review each of the categories and make appropriate changes for the new department.</p> 
9.	<p>For the field "<b>Is this a positioned job?</b>" Use the following guide:  If employee is in a positioned job, select "<b>Yes</b>" and enter position number. All fields will populate.  If employee is not in a positioned job, select "<b>No</b>" and complete all fields. Click <b>Next</b></p> 
10.	<p>For non positioned employees, click <b>Department Look up</b> if needed</p> 

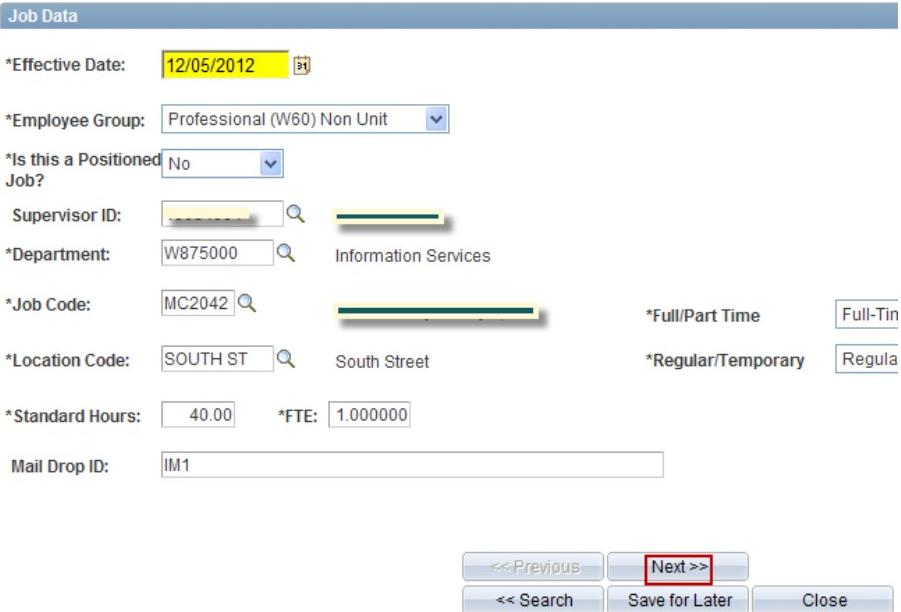
<p><b>11. For more detailed info on funding input, please see funding manual.</b></p>	<p>Review the <b>Hourly</b> or <b>Bi-Weekly Rate</b>. The Annual Rate will update. Enter the <b>GL Combination Code</b></p> <p>Employee Type: Exception Hourly</p> <p>Bi-Weekly Rate: 2000.000000 Annual Rate: \$52,000.000</p> <p>Plan W60 Salary Grade 44</p> <p>Total Annual Rate \$52,000.000</p> <p>Begin Date 12/01/2012</p> <table border="1"> <thead> <tr> <th>GL Combination Code</th> <th>Fund Code</th> <th>Department</th> <th>Program Code</th> <th>Project/Grant</th> <th>Class Field</th> <th>End Date</th> <th>Earni Cod</th> </tr> </thead> <tbody> <tr> <td>W118646</td> <td>51491</td> <td>W834500040</td> <td>B01</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Date Range</p>	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earni Cod	W118646	51491	W834500040	B01																			
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<p>12.</p>	<p>Or use <b>Look up icon</b> to find the code and select. <b>Note:</b> Always search for “W” for Worcester campus.</p> <p>Employee Type: Exception Hourly</p> <p>Bi-Weekly Rate: 3698.97</p> <p>Plan W6A Salary Grade 44</p> <p>Add Additional Components of Rate</p> <p>Begin Date 12/07/2012</p> <table border="1"> <thead> <tr> <th>GL Combination Code</th> <th>Fund Code</th> <th>Department</th> <th>Program Code</th> <th>Project/Grant</th> <th>Class Field</th> <th>End Date</th> <th>Earni Cod</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>51491</td> <td>W834500040</td> <td>B01</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Look Up GL Combination Code</b></p> <p>GL Combination Code: begins with <input type="text" value="W"/></p> <p>Description: begins with <input type="text"/></p> <p>Short Description: begins with <input type="text"/></p> <p><b>Look Up</b> <b>Clear</b> <b>Cancel</b> <b>Basic Lookup</b></p> <p><b>Search Results</b></p> <p>Only the first 300 results of a possible 6507 can be displayed.</p> <table border="1"> <thead> <tr> <th>GL Combination Code</th> <th>Description</th> <th>Short Description</th> </tr> </thead> <tbody> <tr> <td>W100025</td> <td>W100025</td> <td>W100025</td> </tr> <tr> <td>W102526</td> <td>W102526</td> <td>W102526</td> </tr> <tr> <td>W102527</td> <td>W102527</td> <td>W102527</td> </tr> <tr> <td>W102528</td> <td>W102528</td> <td>W102528</td> </tr> </tbody> </table>	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earni Cod	1	51491	W834500040	B01					GL Combination Code	Description	Short Description	W100025	W100025	W100025	W102526	W102526	W102526	W102527	W102527	W102527	W102528	W102528	W102528
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<p>13.</p>	<p>Then scroll to the right and enter the <b>Percent</b>. If there is another combo code needed, click the plus sign to add a row. Remember the combined percent must total 100. Click <b>Next</b></p> <table border="1"> <thead> <tr> <th>Class Field</th> <th>End Date</th> <th>Earnings Code</th> <th>Distribution Type</th> <th>Percent</th> <th>Commitment Amount</th> <th>Fund End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>Percent</td> <td>100.000</td> <td>\$30,285.714</td> </tr> </tbody> </table>	Class Field	End Date	Earnings Code	Distribution Type	Percent	Commitment Amount	Fund End Date					Percent	100.000	\$30,285.714																	
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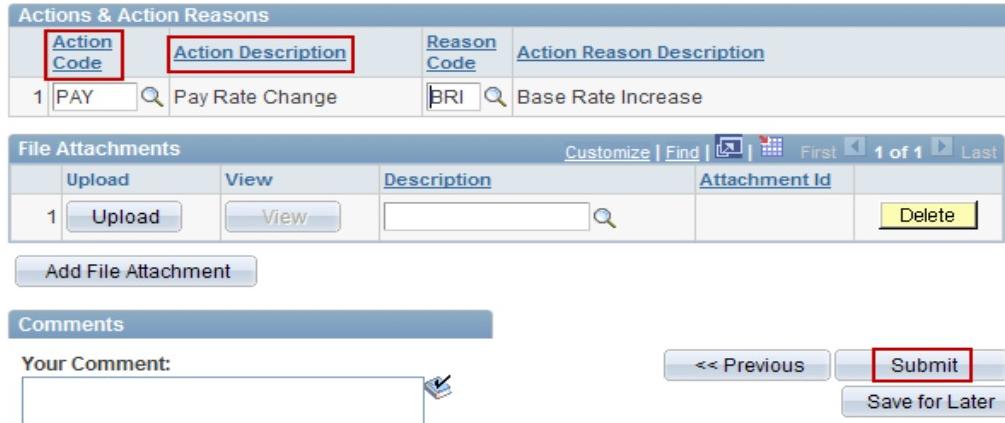
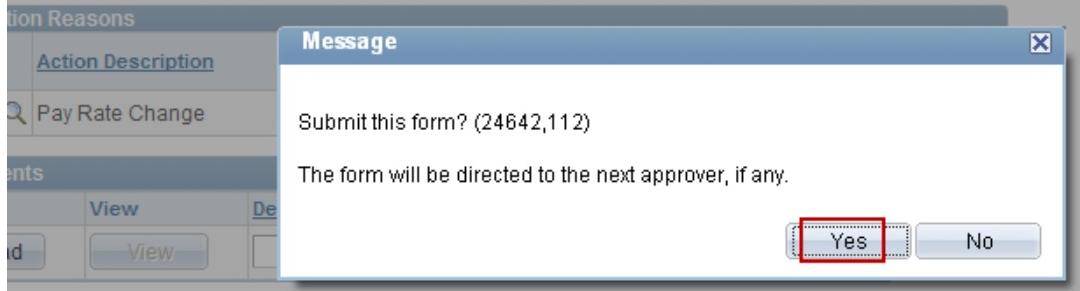
14.	<p>Review <b>Union Code</b> and update if needed. Click <b>Next</b></p> <p><b>Time and Labor Data</b></p> <table border="0"> <tr> <td>Union Code:</td><td><input type="text" value="W63"/> </td><td>Residents/Post Docs</td></tr> <tr> <td>*Pay Group:</td><td><input type="text" value="UMW"/> </td><td>UMass Worcester</td></tr> <tr> <td>*Empl Class</td><td><input type="text" value="S"/> </td><td>Post Doctorate</td></tr> <tr> <td>Workgroup:</td><td><input type="text" value="W_PDOCRES"/> </td><td>Post-Doctoral/Residents</td></tr> <tr> <td>Taskgroup:</td><td colspan="2">UM_EXP      Exception Taskgroup</td></tr> </table> <p style="text-align: center;"> <input type="button" value="&lt;&lt; Previous"/> <input style="border: 2px solid red; padding: 2px; margin: 0 10px;" type="button" value="Next &gt;&gt;"/> <input type="button" value="Save for Later"/> </p>	Union Code:	<input type="text" value="W63"/>	Residents/Post Docs	*Pay Group:	<input type="text" value="UMW"/>	UMass Worcester	*Empl Class	<input type="text" value="S"/>	Post Doctorate	Workgroup:	<input type="text" value="W_PDOCRES"/>	Post-Doctoral/Residents	Taskgroup:	UM_EXP      Exception Taskgroup						
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15	<p>Scroll to bottom of page to Time and Labor Schedule section. If schedule is different from standard (M-F 8 hrs a day), check the Schedule Different box and note the schedule in the description box. Click <b>Next</b></p> <p><b>Time and Labor Schedule</b></p> <p><input checked="" type="checkbox"/> Schedule different from standard?</p> <p>Schedule Description:</p>																				
16.	<p><b>Action Code, Action Description and Reason Code</b> will be populated. <b>For schedule changes only, you will need to upload a schedule form. See next step.</b></p> <p><b>Actions &amp; Action Reasons</b></p> <table border="1"> <thead> <tr> <th>Action Code</th> <th>Action Description</th> <th>Reason Code</th> <th>Action Reason Description</th> </tr> </thead> <tbody> <tr> <td>1 XFR</td> <td>Transfer</td> <td>LAT</td> <td>Lateral Transfer</td> </tr> </tbody> </table> <p><b>File Attachments</b></p> <table border="1"> <thead> <tr> <th colspan="4">Customize   Find    First  1 of 1 </th> </tr> <tr> <th>Upload</th> <th>View</th> <th>Description</th> <th>Attachment Id</th> </tr> </thead> <tbody> <tr> <td>1 <input type="button" value="Upload"/></td> <td><input type="button" value="View"/></td> <td><input type="text"/> </td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> <p><input type="button" value="Add File Attachment"/></p> <p><b>Comments</b></p>	Action Code	Action Description	Reason Code	Action Reason Description	1 XFR	Transfer	LAT	Lateral Transfer	Customize   Find    First  1 of 1				Upload	View	Description	Attachment Id	1 <input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="button" value="Delete"/>
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17.	<p>Have form completed and saved. Click on Upload button, browse to where schedule form is saved, select file, Click Open, Click Upload, the Attachment Id will populate. In the Description select “Other”.</p> <p><b>File Attachments</b></p> <table border="1"> <thead> <tr> <th colspan="4">Customize   Find    First  1 of 1 </th> </tr> <tr> <th>Upload</th> <th>View</th> <th>Description</th> <th>Attachment Id</th> </tr> </thead> <tbody> <tr> <td>1 <input type="button" value="Upload"/></td> <td><input type="button" value="View"/></td> <td><input type="text" value="Other"/> </td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> <p><input type="button" value="Add File Attachment"/></p>	Customize   Find    First  1 of 1				Upload	View	Description	Attachment Id	1 <input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text" value="Other"/>	<input type="button" value="Delete"/>								
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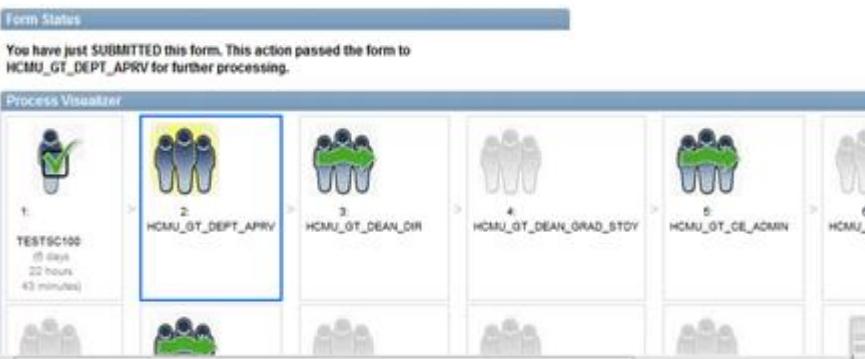
18.	<p>Click <b>Submit</b></p> 
19.	<p>Pop up message will come up to confirm that this form is ready to be submitted. Click <b>Yes</b></p> 
20.	<p>The <b>form status</b> indicates that you have submitted this form.</p> 
21.	<p><b>Congratulations!</b> You have entered a <b>change of department</b>. <b>End of Procedure.</b></p>

## II. Processing Job Change: Enter a Pay Rate Change

Step	Action																																																																
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p> <p> <b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p> <p> <b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p> <p> <b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>																																																																
2.	<p>Enter the employee's last name or Empl ID, Click <b>Search</b>. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record</b>.</p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <table border="1"> <tr> <td>Empl ID:</td> <td>=</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Empl Rcd Nbr:</td> <td>=</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Name:</td> <td>begins with</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Last Name:</td> <td>begins with</td> <td><input type="text" value="D"/></td> <td></td> </tr> <tr> <td>Department:</td> <td>begins with</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Employee Group:</td> <td>begins with</td> <td><input type="text"/></td> <td></td> </tr> </table> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th colspan="7">View All</th> <th>First</th> <th>1-16 of 16</th> <th>Last</th> </tr> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>Name</th> <th>Last Name</th> <th>Department</th> <th>Employee Group</th> <th>Payroll Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>100045920</td> <td>0</td> <td></td> <td></td> <td>W875000</td> <td>PRO60</td> <td>Terminated</td> <td></td> <td></td> <td></td> </tr> <tr> <td>100067020</td> <td>0</td> <td></td> <td></td> <td>W875000</td> <td>PRO60</td> <td>Active</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Empl ID:	=	<input type="text"/>		Empl Rcd Nbr:	=	<input type="text"/>		Name:	begins with	<input type="text"/>		Last Name:	begins with	<input type="text" value="D"/>		Department:	begins with	<input type="text"/>		Employee Group:	begins with	<input type="text"/>		View All							First	1-16 of 16	Last	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status				100045920	0			W875000	PRO60	Terminated				100067020	0			W875000	PRO60	Active			
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Step	Action
3.	<p>Enter the <b>Effective Date</b> then tab out of the field. <b>Note the Form Id #.</b> Click <b>Next</b></p> 
4.	<p>Enter the new <b>Hourly or Biweekly Rate</b>, tab out of field. Annual rate will update. Click <b>Next</b></p> 

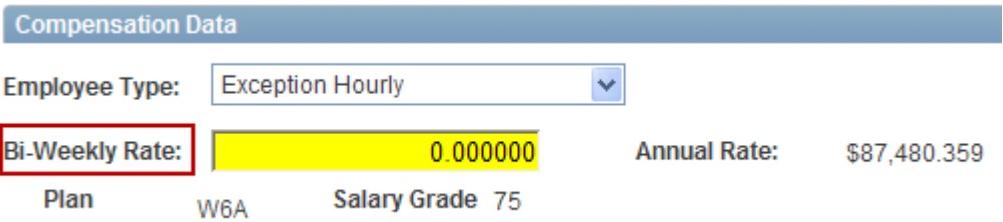
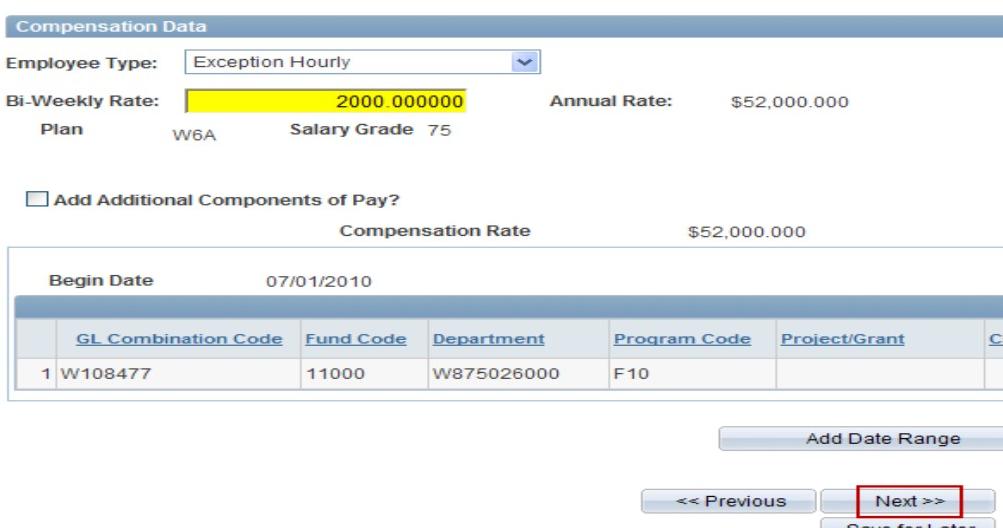
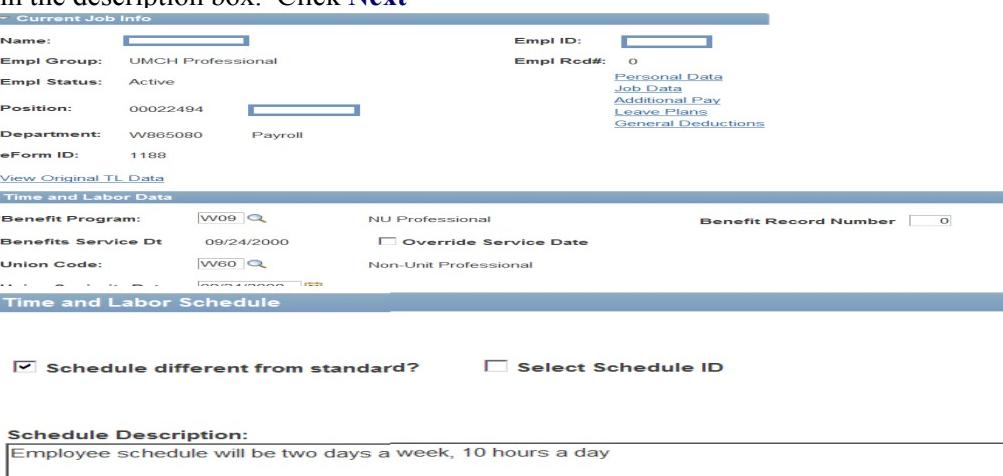
Step	Action
5.	<p>Current Job Info will show, Click <b>Next</b></p> 
6.	<p>Choose the Action "PAY" and the appropriate Reason Code. Comments or file attachments will not be used. Click Submit</p> 
7.	<p>Click <b>Yes</b> to submit the form when Pop up message comes up.</p> 

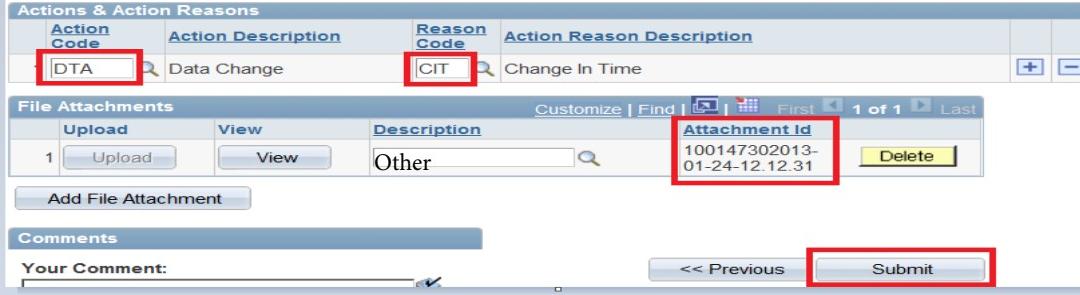
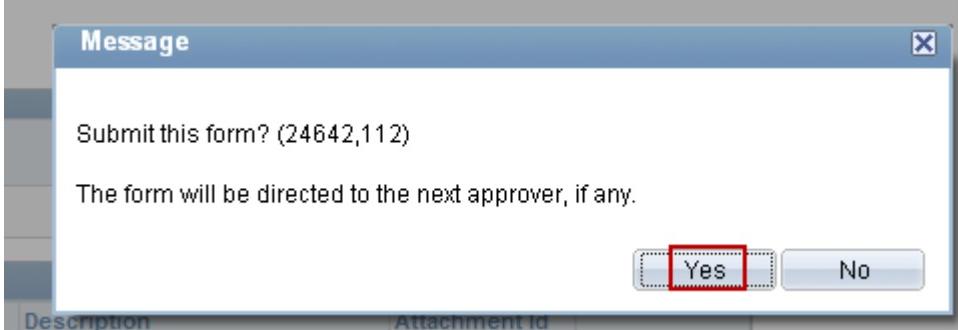
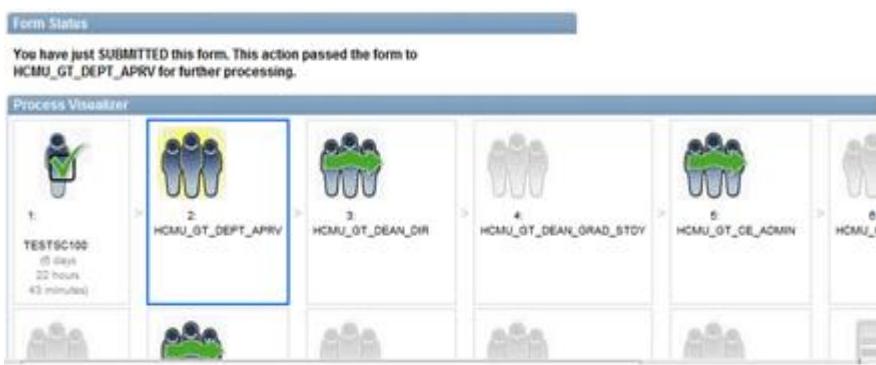
Step	Action
8.	<p>The <b>form status</b> indicates that you have submitted this form.</p>  <p>You have just SUBMITTED this form. This action passed the form to HCMU_GT_DEPT_APPR for further processing.</p> <p>Process Visualizer</p> <pre> graph LR     1[TESTSC100] --&gt; 2[HCMU_GT_DEPT_APPR]     2 --&gt; 3[HCMU_GT_DEAN_DIR]     3 --&gt; 4[HCMU_GT_DEAN_GRAD_STOY]     4 --&gt; 5[HCMU_GT_CE_ADMIN]     5 --&gt; 6[HCMU_]     </pre>
9.	<p><b>Congratulations!</b> You have entered a <b>Pay Rate Change</b>.</p> <p><b>End of Procedure.</b></p>

### III.Processing Employee Job Change: Change In Schedule

Step	Action
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p> <p> <b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p> <p> <b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p> <p> <b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>

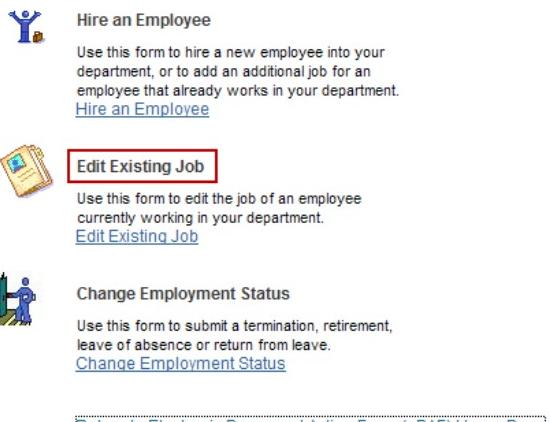
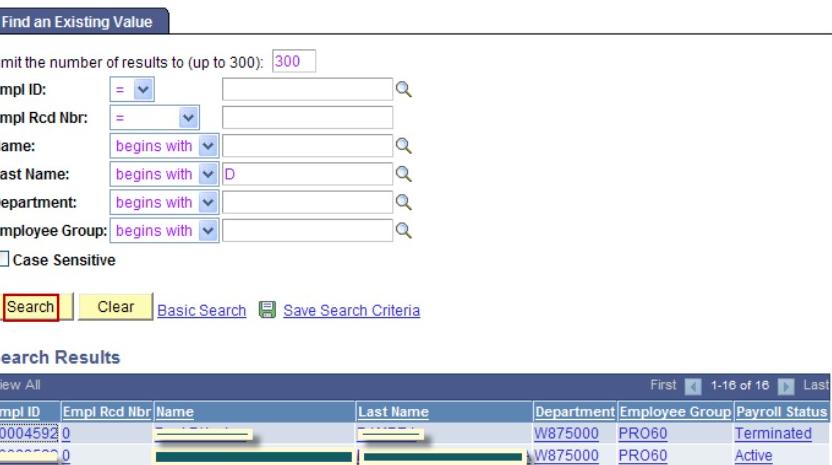
Step	Action
2.	<p>Enter the employee's last name or Empl ID, Click <b>Search</b>. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record</b>.</p> <p><a href="#">Select An Employee</a></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>
3.	<p>Enter the <b>Effective Date</b> then tab out of the field. Change the <b>Standard Hours</b> to the new weekly hours. Tab out of field and <b>FTE</b> will populate, adjust if needed. Change Full/Part time if applicable. <b>Note the Form Id #</b>. Click <b>Next</b></p> <p>eForm ID: 1992</p> <p><a href="#">View Original Job Data</a></p> <p><b>Job Data</b></p> <p>*Effective Date: <input type="text" value="01/12/2013"/> </p> <p>*Employee Group: Professional (W60) Non Unit </p> <p>*Is this a Positioned Job? Yes </p> <p>*Position Number: 00022624 </p> <p>Supervisor ID: </p> <p><input checked="" type="checkbox"/> Override Position Fields</p> <p>*Department: W860021  HR Systems &amp; Service Center</p> <p>*Job Code: MB0206  HR Systems Analyst  Part-Time </p> <p>*Location Code: SOUTH ST  South Street  Regular </p> <p>*Standard Hours: <input type="text" value="30.00"/> *FTE: <input type="text" value="0.750000"/></p> <p>Mail Drop ID: IPS</p>

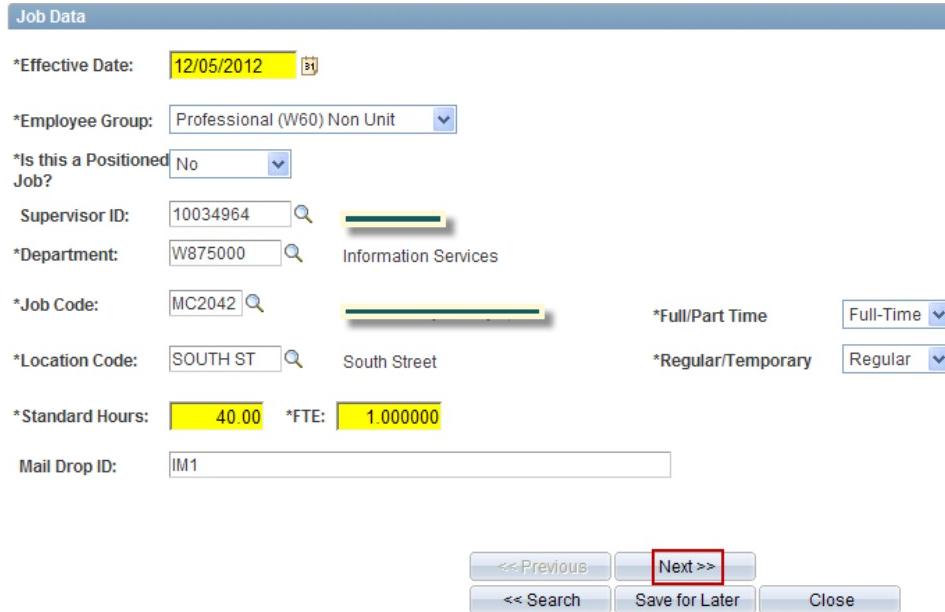
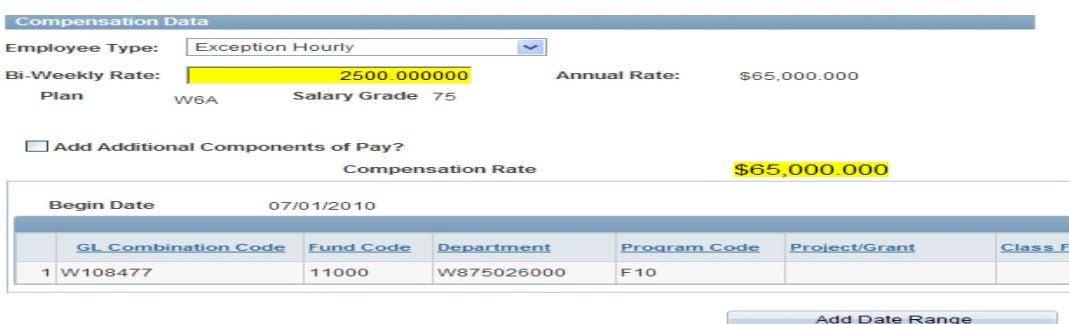
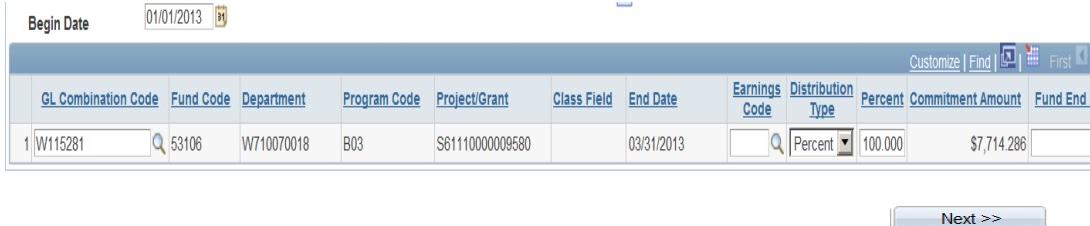
Step	Action
4.	<p>If employee is exception hourly, enter new <b>Biweekly Rate</b>, tab out of field. Annual rate will update.</p> 
5.	<p>Click <b>Next</b></p> 
6.	<p>Scroll to bottom of page to Time and Labor Schedule section. If schedule is different from standard (M-F 8 hrs a day), check the <b>Schedule Different</b> box and note the schedule in the description box. Click <b>Next</b></p> 

Step	Action
7.	<p>Choose the <b>Action "DTA" and Reason Code "CIT"</b>. You will need to upload a schedule form. First, have it completed and saved. Click on the <b>Upload</b> button, browse to where schedule form is saved, select file, Click <b>Open</b> Click <b>Upload</b>, The Attachment Id will populate. In the Description select "Other". Click <b>Submit</b></p>  <p><b>Comments will not be used</b></p>
8.	<p>Click <b>Yes</b> to submit the form when Pop up message comes up.</p> 
9.	<p>The <b>form status</b> indicates that you have submitted this form.</p> 
10.	<p><b>Congratulations!</b> You have entered a <b>change in time</b>.</p> <p><b>End of Procedure.</b></p>

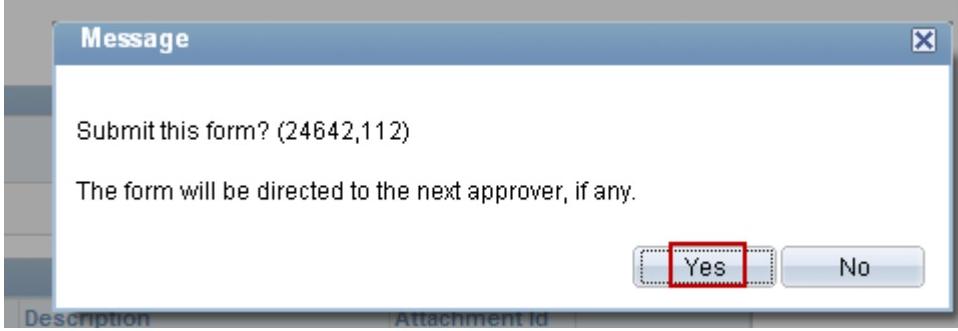
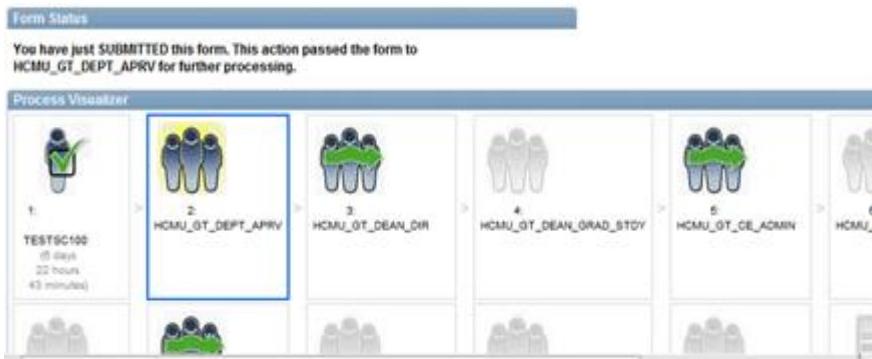
## IV. Processing Employee Job Change:

### Enter a status change from Non-Benefitted to Benefitted

Step	Action																																																																
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p>  <p><b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p> <p><b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p> <p><b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>																																																																
2.	<p>Enter the employee's last name or Empl ID, Click Search. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record</b>.</p> <p><a href="#">Select An Employee</a></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p><b>Find an Existing Value</b></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <table border="1"> <tr> <td>Empl ID:</td> <td>=</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Empl Rcd Nbr:</td> <td>=</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Name:</td> <td>begins with</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Last Name:</td> <td>begins with</td> <td><input type="text" value="D"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Department:</td> <td>begins with</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Employee Group:</td> <td>begins with</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> </table> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th colspan="7">View All</th> <th>First</th> <th>1-16 of 16</th> <th>Last</th> </tr> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>Name</th> <th>Last Name</th> <th>Department</th> <th>Employee Group</th> <th>Payroll Status</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>10004592</td> <td>0</td> <td>-----</td> <td>-----</td> <td>W875000</td> <td>PRO60</td> <td>Terminated</td> <td colspan="3"></td> </tr> <tr> <td>-----</td> <td>0</td> <td>-----</td> <td>-----</td> <td>W875000</td> <td>PRO60</td> <td>Active</td> <td colspan="3"></td> </tr> </tbody> </table>	Empl ID:	=	<input type="text"/>	<input type="button" value="Search"/>	Empl Rcd Nbr:	=	<input type="text"/>	<input type="button" value="Search"/>	Name:	begins with	<input type="text"/>	<input type="button" value="Search"/>	Last Name:	begins with	<input type="text" value="D"/>	<input type="button" value="Search"/>	Department:	begins with	<input type="text"/>	<input type="button" value="Search"/>	Employee Group:	begins with	<input type="text"/>	<input type="button" value="Search"/>	View All							First	1-16 of 16	Last	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status				10004592	0	-----	-----	W875000	PRO60	Terminated				-----	0	-----	-----	W875000	PRO60	Active			
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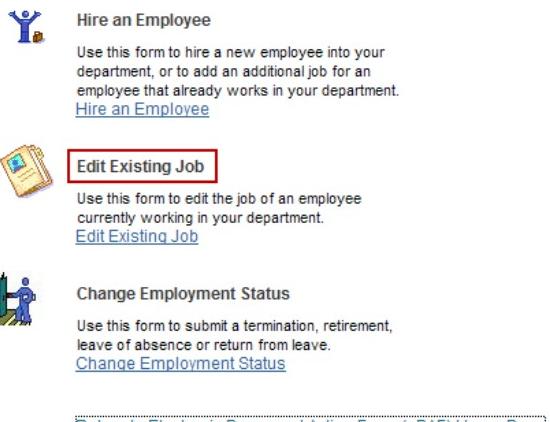
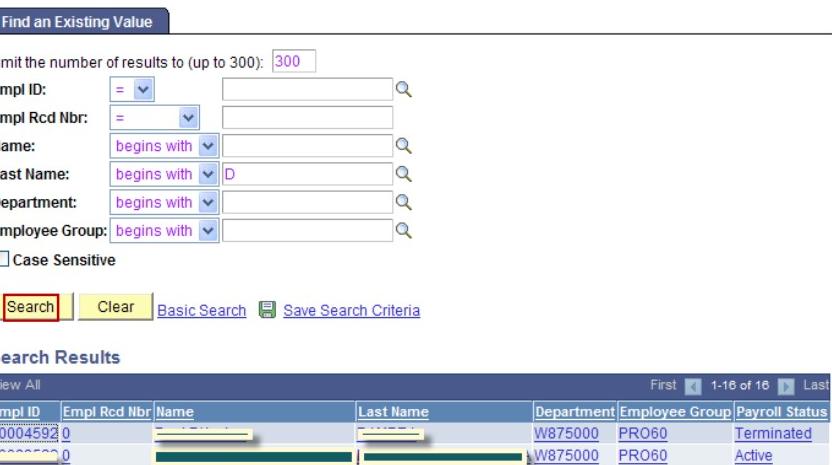
Step	Action
3.	<p>Enter the <b>Effective Date</b> then tab out of field. <b>Note Form Id #.</b> Change <b>Employee Group</b> if applicable. For the field "<b>Is this a positioned job?</b>", use the following guide:</p> <p>If employee is in a positioned job, select "<b>Yes</b>" and enter position number. All fields will populate.</p> <p>If employee is not in a positioned job, select "<b>No</b>" and complete all fields that will need to change. Click <b>Next</b></p> 
4.	<p>Select appropriate <b>Employee Type</b>, enter the new <b>Hourly or Biweekly Rate</b>, tab out of field. Annual rate will update. If funding is changing, click on <b>Add Date Range</b> button</p>  <p><b>For more detailed info on funding input, please see funding manual.</b></p> <p>Enter <b>Begin Date</b> and new funding information. Click on plus sign if additional rows are needed. Click <b>Next</b></p> 

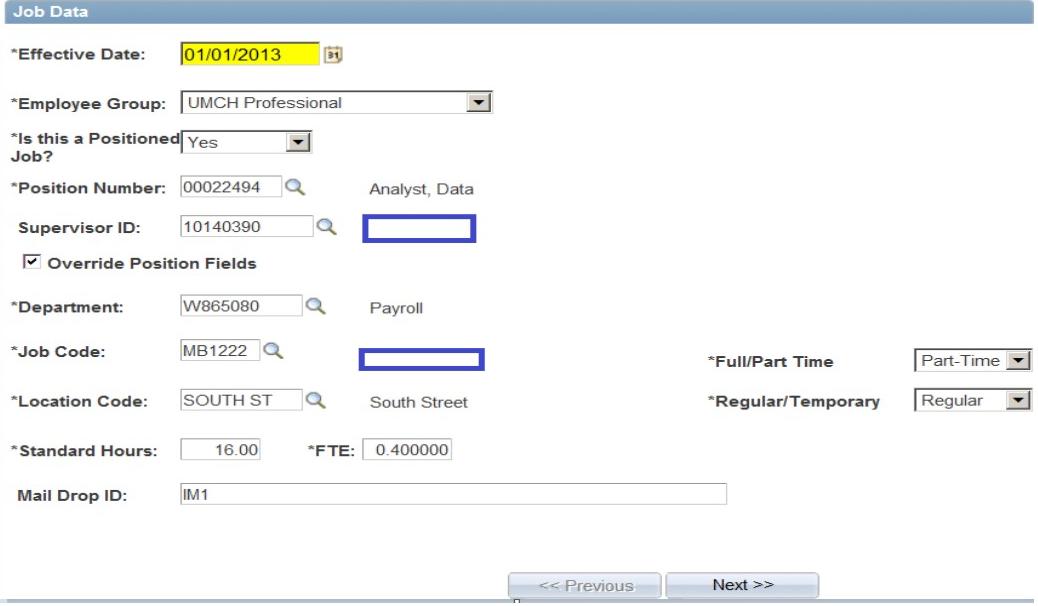
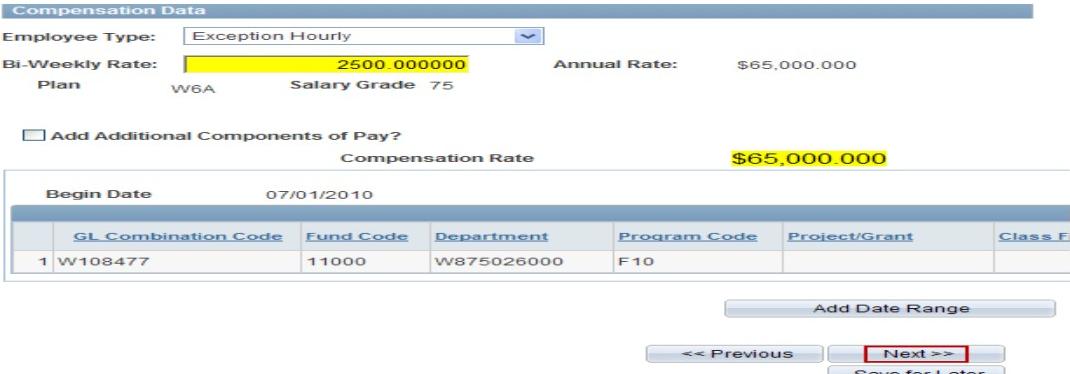
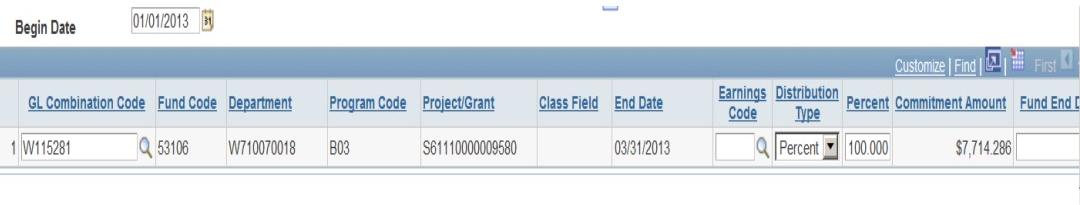
Step	Action
5.	<p>If <b>Union Code</b> is changing, update that field. Scroll to bottom of page to <b>Time and Labor Schedule</b> section for any schedule change.</p>
6.	<p>For any schedule that is different from standard (M-F 8 hrs a day), check the <b>Schedule Different</b> box and note the schedule in the description box. Click <b>Next</b></p>
7.	<p>Choose the <b>Action "BEN"</b> and <b>Reason Code "NTB"</b>. You will need to upload a schedule form. First, have it completed and saved. Click on the <b>Upload</b> button, browse to where schedule form is saved, select file, Click <b>Open</b> Click <b>Upload</b> In the Description select "Other" Click <b>Submit</b></p>

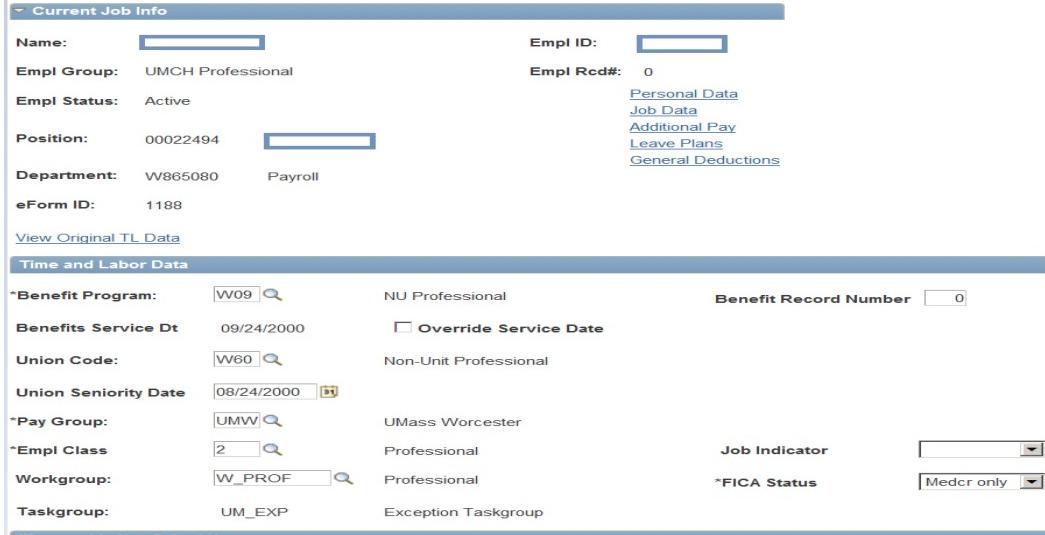
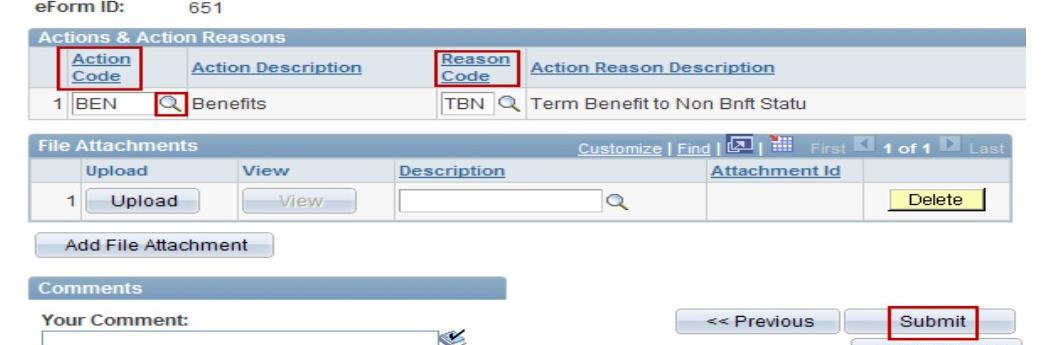
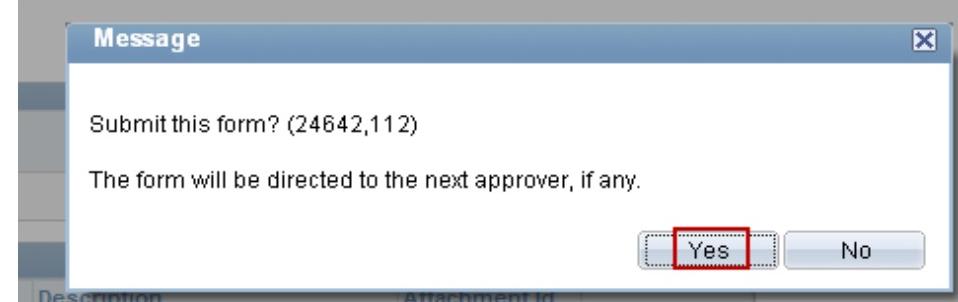
Step	Action
8.	<p>Click <b>Yes</b> to submit the form when Pop up message comes up.</p> 
9.	<p>The <b>form status</b> indicates that you have submitted this form.</p> 
10.	<p><b>Congratulations!</b> You have entered a change in <b>non-benefitted to benefitted status</b>. <b>End of Procedure.</b></p>

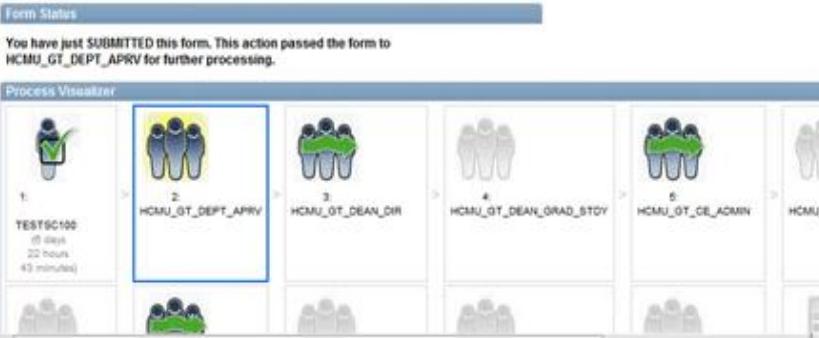
## V. Processing Employee Job Change:

### Enter a status change from Benefitted to Non-Benefitted

Step	Action																																																																
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p>  <p><b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p> <p><b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p> <p><b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>																																																																
2.	<p>Enter the employee's last name or Empl ID, Click Search. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record</b>.</p> <p><a href="#">Select An Employee</a></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p><b>Find an Existing Value</b></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <table border="1"> <tr> <td>Empl ID:</td> <td>=</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Empl Rcd Nbr:</td> <td>=</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Name:</td> <td>begins with</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Last Name:</td> <td>begins with</td> <td><input type="text" value="D"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Department:</td> <td>begins with</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> <tr> <td>Employee Group:</td> <td>begins with</td> <td><input type="text"/></td> <td><input type="button" value="Search"/></td> </tr> </table> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th colspan="7">View All</th> <th>First</th> <th>1-16 of 16</th> <th>Last</th> </tr> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>Name</th> <th>Last Name</th> <th>Department</th> <th>Employee Group</th> <th>Payroll Status</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>10004592</td> <td>0</td> <td>-----</td> <td>-----</td> <td>W875000</td> <td>PRO60</td> <td>Terminated</td> <td colspan="3"></td> </tr> <tr> <td>-----</td> <td>0</td> <td>-----</td> <td>-----</td> <td>W875000</td> <td>PRO60</td> <td>Active</td> <td colspan="3"></td> </tr> </tbody> </table>	Empl ID:	=	<input type="text"/>	<input type="button" value="Search"/>	Empl Rcd Nbr:	=	<input type="text"/>	<input type="button" value="Search"/>	Name:	begins with	<input type="text"/>	<input type="button" value="Search"/>	Last Name:	begins with	<input type="text" value="D"/>	<input type="button" value="Search"/>	Department:	begins with	<input type="text"/>	<input type="button" value="Search"/>	Employee Group:	begins with	<input type="text"/>	<input type="button" value="Search"/>	View All							First	1-16 of 16	Last	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status				10004592	0	-----	-----	W875000	PRO60	Terminated				-----	0	-----	-----	W875000	PRO60	Active			
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Step	Action
3.	<p>Enter the <b>Effective Date</b> then tab out of field. <b>Note Form Id #.</b> Change <b>Employee Group</b> if applicable. For the field "<b>Is this a positioned job?</b>", use the following guide:</p> <p>If employee is in a positioned job, select "<b>Yes</b>" and enter position number. All fields will populate.</p> <p>If employee is not in a positioned job, select "<b>No</b>" and complete all fields that will need to change. Click <b>Next</b></p> 
4.	<p>Select appropriate <b>Employee Type</b>, enter the new <b>Hourly</b> or <b>Biweekly Rate</b>, tab out of field. Annual rate will update. If funding is changing, click on <b>Add Date Range</b> button</p>  <p><b>For more detailed info on funding input, please see funding manual.</b></p> <p>Enter <b>Begin Date</b> and new funding information. Click on plus sign if additional rows are needed. Click <b>Next</b></p> 

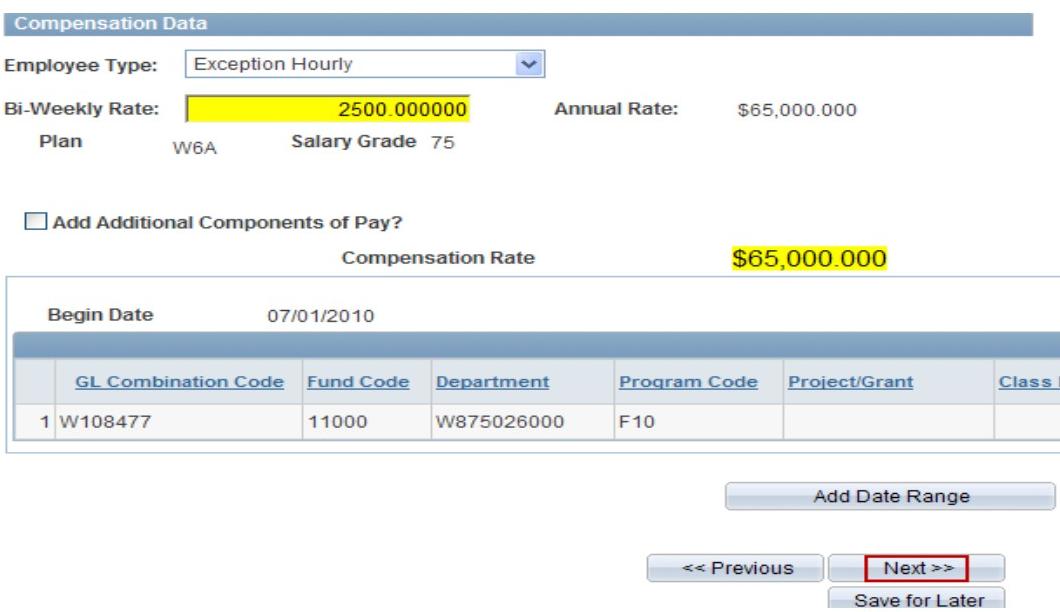
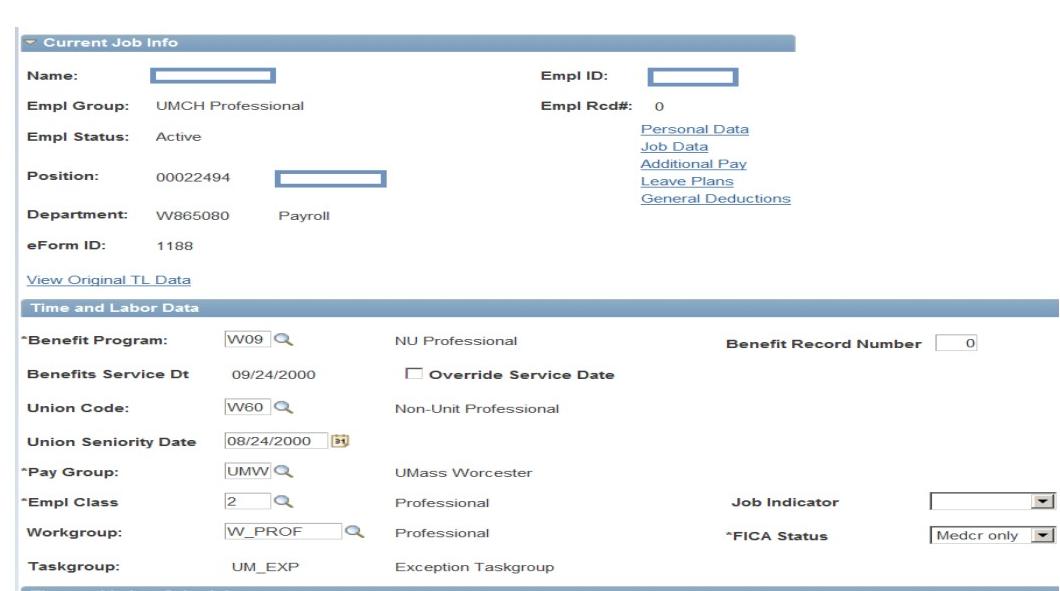
Step	Action
5.	<p>Update <b>Union Code</b></p> 
6.	
7.	<p>Choose the <b>Action "BEN"</b> and <b>Reason Code "TBN"</b>. <b>Comments and File Attachments will not be used</b>. Click <b>Submit</b></p> 
8.	<p>Click <b>Yes</b> to submit the form when Pop up message comes up.</p> 

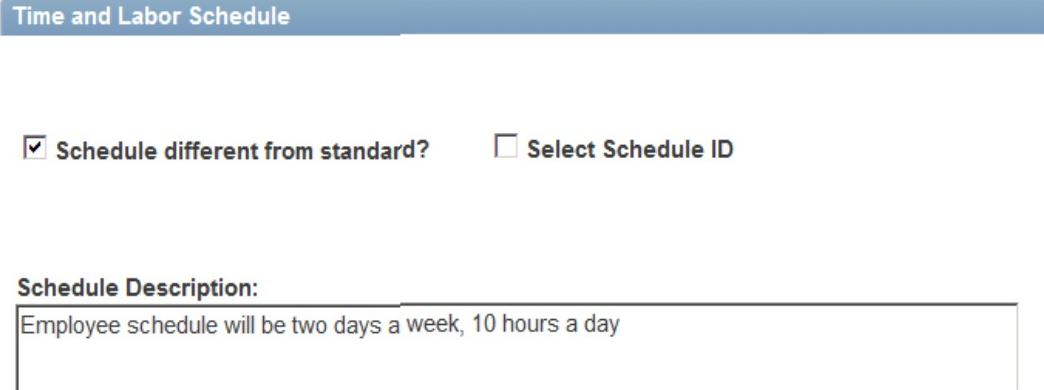
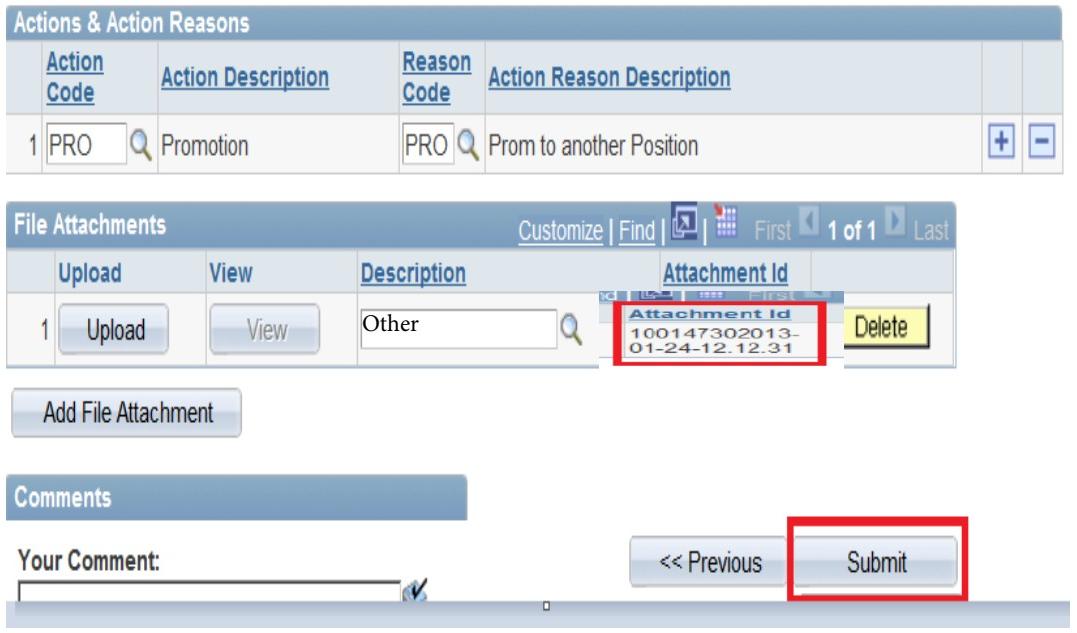
Step	Action						
8.	<p>The <b>Form Status</b> indicates that you have submitted this form.</p>  <p>You have just SUBMITTED this form. This action passed the form to HCMU_GT_DEPT_APPRV for further processing.</p> <p>Process Visualizer</p> <table border="1"> <tr> <td>1. TESTSC100 (0 days 22 hours 43 minutes)</td> <td>2. HCMU_GT_DEPT_APPRV</td> <td>3. HCMU_GT_DEAN_CHR</td> <td>4. HCMU_GT_DEAN_GRAD_STOV</td> <td>5. HCMU_GT_DE_ADMIN</td> <td>6. HCMU_</td> </tr> </table>	1. TESTSC100 (0 days 22 hours 43 minutes)	2. HCMU_GT_DEPT_APPRV	3. HCMU_GT_DEAN_CHR	4. HCMU_GT_DEAN_GRAD_STOV	5. HCMU_GT_DE_ADMIN	6. HCMU_
1. TESTSC100 (0 days 22 hours 43 minutes)	2. HCMU_GT_DEPT_APPRV	3. HCMU_GT_DEAN_CHR	4. HCMU_GT_DEAN_GRAD_STOV	5. HCMU_GT_DE_ADMIN	6. HCMU_		
9.	<p><b>Congratulations!</b> You have entered a <b>change in benefitted to non-benefitted status</b></p> <p><b>End of Procedure.</b></p>						

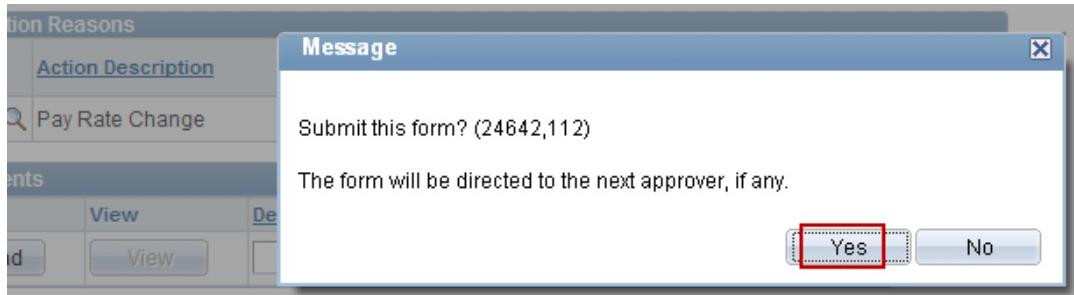
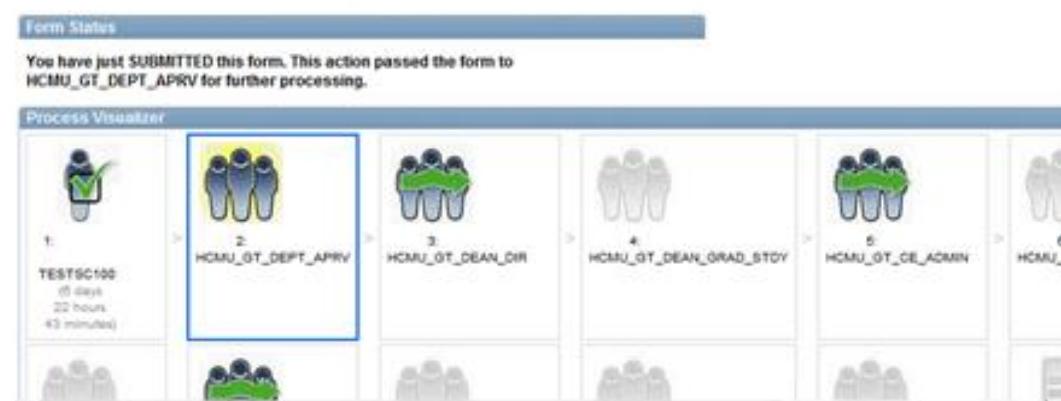
## VI. Processing Employee Job Change: Enter a Promotion

Step	Action
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p> <p> <b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p> <p> <b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p> <p> <b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>

Step	Action																					
2.	<p>Enter the employee's last name or Empl ID, Click Search. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record.</b></p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>Name</th> <th>Last Name</th> <th>Department</th> <th>Employee Group</th> <th>Payroll Status</th> </tr> </thead> <tbody> <tr> <td>100045920</td> <td></td> <td></td> <td></td> <td>W875000</td> <td>PRO60</td> <td>Terminated</td> </tr> <tr> <td>100045920</td> <td></td> <td></td> <td></td> <td>W875000</td> <td>PRO60</td> <td>Active</td> </tr> </tbody> </table>	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status	100045920				W875000	PRO60	Terminated	100045920				W875000	PRO60	Active
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3.	<p>Enter the <b>Effective Date</b> then tab out of field. <b>Note Form ID #.</b> Change <b>Employee Group</b> if applicable. For the field "<b>Is this a positioned job?</b>", use the following guide:</p> <p>If employee is in a positioned job, select "<b>Yes</b>" and enter position number. All fields will populate.</p> <p>If employee is not in a positioned job, select "<b>No</b>" and complete all fields that will need to change. Click <b>Next</b></p>																					

Step	Action
4.	<p>Select appropriate <b>Employee Type</b>, enter the new <b>Hourly</b> or <b>Biweekly Rate</b>, tab out of field. Annual rate will update. Click <b>Next</b></p> 
5.	<p>If <b>Union Code</b> is changing, update that field. Scroll to bottom of page to Time and Labor Schedule section for any schedule change.</p> 

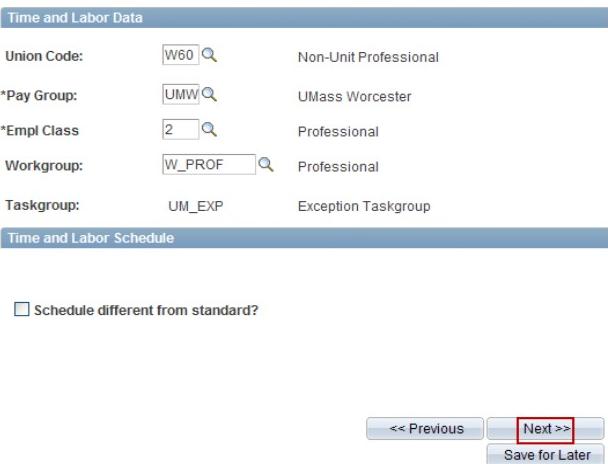
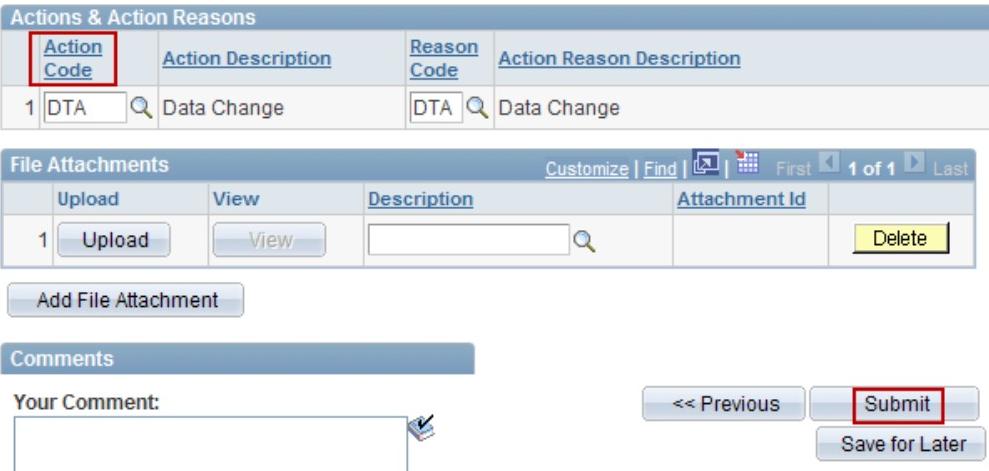
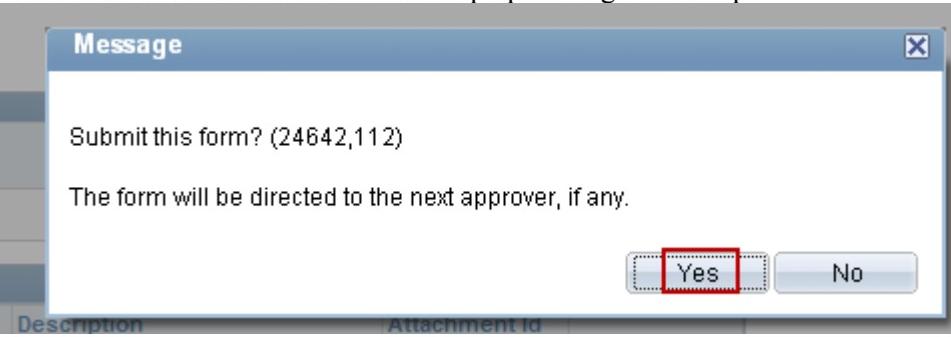
Step	Action
6.	<p>For any schedule that is different from standard, check the schedule different box and note the schedule in the description box. Click <b>Next</b></p> 
7.	<p>Choose the <b>Action "PRO"</b> and <b>Reason Code "PRO"</b>. <b>Any approval you received from the Compensation Department must be attached.</b> Browse to where the approval is saved, select file, <b>Click Open, Click Upload Attachment Id will populate. In the Description select "Other". Click Submit</b></p> 

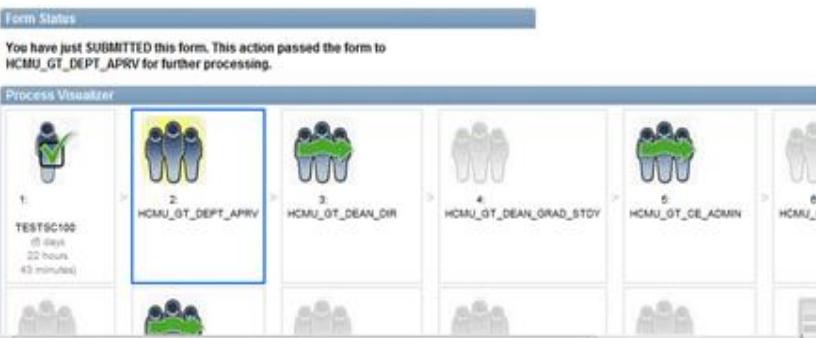
Step	Action
8.	Click <b>Yes</b> to submit the form when Pop up message comes up.  
9.	The form status indicates that you have submitted this form  
10.	<b>Congratulations!</b> You have entered a <b>promotion</b> .  <b>End of Procedure.</b>

## VII. Processing Employee Job Change: Enter a Funding Change

Step	Action																																																																								
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p>  <p><b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p> <p><b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p> <p><b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>																																																																								
2.	<p>Then <b>Search</b> the employee by last name or Empl ID. Click on the <b>Name link</b> when it pops up.</p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p><b>Find an Existing Value</b></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <table border="1"> <tr> <td>Empl ID:</td> <td><input type="text" value="="/></td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Empl Rcd Nbr:</td> <td><input type="text" value="="/></td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Name:</td> <td><input type="text" value="begins with"/></td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Last Name:</td> <td><input type="text" value="begins with"/></td> <td><input type="text" value="D"/></td> <td></td> </tr> <tr> <td>Department:</td> <td><input type="text" value="begins with"/></td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Employee Group:</td> <td><input type="text" value="begins with"/></td> <td><input type="text"/></td> <td></td> </tr> </table> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th colspan="7">View All</th> <th>First</th> <th></th> <th>1-16 of 16</th> <th></th> <th>Last</th> </tr> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>Name</th> <th>Last Name</th> <th>Department</th> <th>Employee Group</th> <th>Payroll Status</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>100045920</td> <td></td> <td></td> <td></td> <td>W875000</td> <td>PRO060</td> <td>Terminated</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>100045920</td> <td></td> <td></td> <td></td> <td>W875000</td> <td>PRO060</td> <td>Active</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Empl ID:	<input type="text" value="="/>	<input type="text"/>		Empl Rcd Nbr:	<input type="text" value="="/>	<input type="text"/>		Name:	<input type="text" value="begins with"/>	<input type="text"/>		Last Name:	<input type="text" value="begins with"/>	<input type="text" value="D"/>		Department:	<input type="text" value="begins with"/>	<input type="text"/>		Employee Group:	<input type="text" value="begins with"/>	<input type="text"/>		View All							First		1-16 of 16		Last	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status						100045920				W875000	PRO060	Terminated						100045920				W875000	PRO060	Active					
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Step	Action														
3.	<p>Choose the <b>Effective Date</b>, tab out of field. <b>Note Form ID #</b>. If there are other changes occurring along with funding change, then you can do it here. Otherwise click “<b>Next</b>”.</p> <p><b>Job Data</b></p> <p>*Effective Date: <b>12/03/2012</b></p> <p>*Employee Group: Professional (W60) Non Unit</p> <p>*Is this a Positioned Job? Yes</p> <p>*Position Number: 00001540</p> <p>Reports To Position Number:</p> <p>*Department: W875000</p> <p>*Job Code: MC2038      Applic Database Developer III      *Full/Part Time</p> <p>*Location Code: SOUTH ST      South Street      *Regular/Tempo</p> <p>*Standard Hours: 40.00      *FTE: 1.000000</p> <p>Mail Drop ID: IM1</p> <p style="text-align: right;"><a href="#">&lt;&lt; Previous</a> <a href="#">Next &gt;&gt;</a></p>														
4.	<p>Then update the <b>Compensation Data</b>, change the new “<b>GL Combination Code</b>”. Once the code selected, the other fields (Fund, department and program code will be autopopulated. Then Click “<b>Next</b>”</p> <p>Position: 00001540 Web Developer, Sr.</p> <p>Department: W875000 Information Services</p> <p>eForm ID: 632</p> <p><a href="#">View Original Comp Data</a></p> <p><b>Compensation Data</b></p> <p>Employee Type: Exception Hourly</p> <p>Bi-Weekly Rate: <b>[Redacted]</b>      Annual Rate: <b>[Redacted]</b></p> <p>Plan: W6A      Salary Grade: 75</p> <p><input type="checkbox"/> Add Additional Components of Pay?</p> <p>Compensation Rate: <b>[Redacted]</b></p> <table border="1"> <tr> <th>Begin Date</th> <th>07/01/2010</th> </tr> <tr> <th>GL Combination Code</th> <th>Fund Code</th> <th>Department</th> <th>Program Code</th> <th>Project/Grant</th> <th>Class</th> </tr> <tr> <td>1 W108480</td> <td>11000</td> <td>W875025000</td> <td>F10</td> <td></td> <td></td> </tr> </table>	Begin Date	07/01/2010	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class	1 W108480	11000	W875025000	F10		
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Step	Action
5.	<p>Review the <b>Time &amp; Labor Data</b> and click “<b>Next</b>”.</p> 
6.	<p>Then choose the <b>Action Code</b> as “Data Change”. Click “<b>Submit</b>”.</p> <p>eForm ID: 632</p> 
7.	<p>Click “<b>Yes</b>” to submit the form when Pop up message comes up.</p> 

Step	Action
8.	<p>The <b>form status</b> indicates that you have submitted this form.</p>  <p><b>Form Status</b> You have just SUBMITTED this form. This action passed the form to HCMU_GT_DEPT_APRAV for further processing.</p> <p><b>Process Visualizer</b></p> <pre> graph LR     A[1 TESTSC100&lt;br/&gt;(0 days&lt;br/&gt;22 hours&lt;br/&gt;43 minutes)] --&gt; B[2 HCMU_GT_DEPT_APRAV]     B --&gt; C[3 HCMU_GT_DEAN_DIR]     C --&gt; D[HCMU_GT_DEAN_GRAD_STDY]     D --&gt; E[5 HCMU_GT_CE_ADMIN]     E --&gt; F[6 HCMU_I]     </pre>
9.	<p><b>Congratulations!</b> You have entered a <b>Funding Change</b>.</p> <p><b>End of Procedure.</b></p>